

JOB VACANCY NOTICE

U.S. Interests Section Havana

Announcement Number: 02/15

Position Number: L52-054

OPEN TO: All Interested Candidates

POSITION: Supply Clerk, FSN 04

WORK HOURS: 40 hours/week

OPENING DATE: January 14, 2015 **CLOSING DATE:** January 29, 2015

BASIC FUNCTION: As Supply Clerk in control of dispatch, is in charge of daily issuances of expendable supplies, parts and materials. Insures that no issuances are made without the proper paperwork. Informs the Supply Supervisor of any inventory discrepancies.

REQUIRED QUALIFICATIONS: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item:

- 1- Completion of high school (12th grade or host country equivalent level) is required.
- 2- Two years' experience in customer service is required.
- 3- Level I (Rudimentary knowledge) written/spoken English, and Level II (Limited Knowledge) written/spoken Spanish is required. (Test to be administered by the HR Office).
- 4- Ability to perform moderately heavy lifting and moving of supplies.

GRADE

The successful applicant's hiring grade will be determined by their highest educational qualifications, as follows:

- FSN 04

ADDITIONAL SELECTION CRITERIA:

1. Currently employed Appointment Eligible Family Members hired under a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
2. Post HR conducts the initial eligibility and qualifications review of applications. HR forwards only the applications meeting the qualifications listed above to the Bureau of Consular Affairs Executive Office for consideration.
3. Management also considers nepotism/conflict of interest in determining a successful candidacy.
4. CA/EX reviews all qualified applications, including writing sample submissions, and when feasible, incorporates comments from applicant interviews with post consular section chief and/or CA/EX staff. CA/EX makes the final hiring decision.

and relays the decision to post HRO. Post HR requests the FMA appointment to the regional bureau's Family Member Employment Coordinator.

TO APPLY: To be considered, interested applicants must submit the following to the Human Resources Office (email: HRHavana@state; phone: 839-41-00 Ext: 3154; fax: 839-4214):

1. Application for US Federal Employment (DS-0174)
2. Candidates who claim US veteran's preference must provide a copy of their form DD-214 with their application.
3. Evidence of PC-530 completion or requisite employment as a designated consular associate.
4. Any other documentation (FSI language testing scores, certificates, awards, copies of degrees earned) that addresses the qualifications listed above.

CLOSING DATE FOR THIS POSITION: January 29, 2015

EQUAL EMPLOYMENT OPPORTUNITY: USINT Havana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: SHRA: HGarcia

Approved: HRO: NBoyack

